

Alias Maintenance

To Store a New Alias on ALMA:

- Aliases are entered when you do NOT wish to change the person's primary name or personal information on the database, but wish to store alternate information. This might be done to record a nickname or maiden name so that another worker can easily find the person on the database regardless of which name is used for inquiry.
- Storing an alias does not create a separate record for the client; it simply attaches information to the person's primary record.
- Aliases are displayed on the CLIS (Client Short List) screen with a "Name Type" code of 'A,' and are also listed below the client's primary name on the CLPR (Client Profile) screen.

Step	Action
1.	Obtain the participant's Client ID from the SEPA screen.
2.	Enter the Case Number and Client ID on the SYSE (System Selection) menu, and 'Next' to the ALMA (Alias Maintenance) screen. *
* Instead of Steps 1 – 2, you can 'Next' to the CLIM (Client Maintenance) menu, search for the person, save him/her for maintenance from the CLPR screen, and select ALMA from the CLIM menu.	
3.	On ALMA , enter an Action code of A (Add), and type complete information (Surname, Given Name, Middle Initial, Sex, SSN, and Date of Birth) for the alias. Press Enter.

To Change or Delete an Alias on ALMA:

Step	Action
1.	Access ALMA as described above.
2.	<ul style="list-style-type: none"> • To delete an alias, enter the Action code D (Delete) next to it and press Enter. • To change an alias, use the Action code C (Change), type the corrected information in the appropriate field(s), and press Enter.

To Store an Alias when Changing Primary Information on CLMA:

- When a person's primary record is changed on the CLMA (Client Maintenance) screen, you should save the old information as an alias if the person ever was included in a case that received benefits.

Step	Action
1.	'Next' to the CLIM menu, select INOP, and type the person's SSN, name, and/or Client ID in the center section of the screen. Press Enter.
2.	When the correct person has been found (i.e., you have accessed his/her CLPR screen), type Y in the "Save Client for Maintenance" field; press Enter. This selects the client and transfers his/her information to the CLIM menu.
3.	On CLIM, select the CLMA (Client Maintenance) option. Press Enter.
4.	<p>Update the appropriate information (name, SSN, birthdate, etc.). Remember, this will change the person's <u>primary</u> information on the database.</p> <p>Before pressing Enter, decide whether an alias should be stored for the "old" information as follows:</p> <ul style="list-style-type: none"> If you want to store an alias record no matter what, enter Y in the "Save Alias?" field and press Enter. If you don't want to save an alias, OR if you aren't sure whether an alias is needed, enter N in the "Save Alias?" field. Press Enter. <ul style="list-style-type: none"> TEAMS will then check all past participation codes for this person. If a code other than 'OU' or 'UB' is found in a case that received benefits, the system will ignore the 'N' in the "Save Alias" field, and will store an alias for the old information.